# Undergraduate Academic Advising Handbook

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ACADEMIC ADVISING INFORMATION

MEET WITH FITS ADVISING
Sarah Kleinfeld, Academic Advisor

skleinfeld@arizona.edu
McClelland Park, Room 203
FITS Majors
Fashion & Consumers Minors
Prospective Students & Change of Majors

To schedule an appointment and view weekly drop-in availability, visit the FITS Advising Website: https://norton.arizona.edu/academic-advising/fashion-industry-science-technology

GET TO KNOW YOUR ADVISORS
As a FITS student in the College of Agriculture and Life Sciences (CALS), you have two sets of advisors - FITS Major Advisors and a CALS College Advisor. Below is a description of each advisor’s role.

<table>
<thead>
<tr>
<th>FITS Major Advisors</th>
<th>CALS Advisors</th>
</tr>
</thead>
<tbody>
<tr>
<td>McClelland Park, Room 203</td>
<td>Forbes, Room 203</td>
</tr>
</tbody>
</table>

Sarah Kleinfeld - FITS Academic Advisor
skleinfeld@arizona.edu

Major Coursework Advising
- Course selection and sequencing, meeting FITS graduation requirements
- Evaluation of transfer credit in the major

Getting Involved on Campus
- Finding clubs, internships, and research opportunities
- Connecting with FITS faculty

CALS College Advisors
https://cals.arizona.edu/students/advising

Process Forms and Petitions, Acts as Dean's Signature
- General education petition
- Withdrawals past week 10
- Academic eligibility advising for students below 2.0 GPA

Policy Interpretation and Enforcement
# Appointments, Drop-Ins, and Email – Determine What is Best for You:

<table>
<thead>
<tr>
<th>Schedule an Appointment</th>
<th>Drop-In Advising</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>30 Minute Meeting</strong></td>
<td><strong>5-10 minute quick questions</strong></td>
<td><strong>Quick questions/clarifications</strong></td>
</tr>
<tr>
<td>● Course planning past the current semester (graduation plan)</td>
<td>● General information about course offerings or course content</td>
<td>● Clarification if you are unsure an appointment is necessary</td>
</tr>
<tr>
<td>● Minor exploration</td>
<td>● Verification of existing schedule</td>
<td>● Clarification of a UA policy or procedure</td>
</tr>
<tr>
<td>● Transfer credit approvals</td>
<td>● General information about major requirements, a UA policy, or a campus resource</td>
<td>● Quick review of your current course schedule</td>
</tr>
<tr>
<td>● Study Abroad planning</td>
<td>● Quick Signatures</td>
<td>● Turning in electronic forms for internship, research, or preceptor enrollment</td>
</tr>
<tr>
<td>● Advising signature for financial aid appeal</td>
<td>● Questions like: “Can CHEM 101A fulfill a Natural Science requirement?”</td>
<td>● Other inquiries – if we can answer your question over email, we will. If your question is more complex, we’ll recommend that you make an appointment or attend drop-in advising hours to talk more</td>
</tr>
<tr>
<td>● Concerns about academic difficulties and advice about academic success strategies</td>
<td>● Turning in hard copy forms for internship, research, or preceptor enrollment</td>
<td></td>
</tr>
<tr>
<td>● Personal exploration regarding graduate school, internships, jobs, etc.</td>
<td>● If you have an urgent question that may be longer than a drop-in question, please feel free to drop-in. We will do what we can in the allotted time, and schedule a follow-up meeting if needed</td>
<td></td>
</tr>
</tbody>
</table>

*Make advising appointments online & write down your appointment date and time so you remember to attend.

*Drop-in advising is on a first-come, first-served basis. There may be a wait, so make sure you have time to stop by.

*Make sure you use your UA email address for advising communication. Allow 24-48 hours for a response.
Make the Most of Academic Advising:

Before, During, and After Your Meeting

**Before Advising Meeting**
- Determine what kind of advising appointment you need (meeting vs. drop-in)
- Familiarize yourself with the UA Calendar and be aware of University deadlines
- Review your academic advisement report
- Come prepared with an HDFS catalog checklist
- Prepare a list of courses you are considering
- Prepare other questions you have and write them down
- Bring advising materials from previous appointments
- Cancel at least 24 hours in advance if you are unable to attend
- Make your appointment well in advance of your first day to register for classes
- Bring materials to take notes and a laptop if you have one

**During Advising Meeting**
- Arrive on time
- For in person meetings, sign in at the front computer in Student Services, McClelland Park Room 203.
- For virtual meetings, find a place free from distraction. Have access to zoom and enable your video and microphone. Do not multitask (driving, walking, working) during your meeting. Preferably use your computer rather than your phone.
- Turn off or silence your cell phone or other distractions
- Be open with your advisor about how things are going academically and personally
- Be willing to share things about yourself so we can better understand your goals and interests
- Ask question and take notes

**After Advising Meeting**
- Keep an advising folder with information you learn in all your advising appointments
- Complete any necessary follow up steps that your advisor recommended
- Seek available campus resources and opportunities discussed in your appointment
- If something is unclear afterwards, send follow up questions via email or attend drop-in hours

**Email Etiquette**
- Use your University of Arizona CatMail account.
- Use a clear subject line such as “Question about my schedule.”
- Include your full name (include your student ID number when emailing your academic advisor).
- Include as much detail as possible about your question. For example, if you are having trouble enrolling in a class, email your advisor and include the course numbers of any classes you are having difficulty registering for, along with any error messages you may be receiving.
- Keep your questions clear, short, and to the point.
- Don’t be too casual with your advisors or professors through email. Proofread and spell check!
- Allow 24 hours for a response, excluding weekends and holidays.
ADVISING ROLES & RESPONSIBILITIES

Student Responsibilities

● Read University Email Daily
● Take the initiative to meet with your advisor at least once per semester, or as often as needed, to discuss your progress
● Be involved in the advising process by being prepared to discuss your goals and educational plans during meetings, bring questions and necessary materials to meeting, and be open to suggestions
● Take responsibility for making academic and career decisions based on available information and advice
● Develop a working knowledge of policies, procedures, deadlines, and campus resources.
● Execute an academic plan directed toward completing your degree
● Review and become familiar with your major/minor requirements each semester and track your progress towards graduation
● Utilize UA resources that will help you succeed academically and prepare for life after graduation

Advisor Responsibilities

● Provide accurate and consistent information
● Clarify, interpret, and confirm program requirements, policies, procedures, and deadlines
● Advise students in exploring and defining academic and career goals
● Assist students with creating short and long-term academic plans
● Assist students with making academic and career decisions consistent with interests, values, and abilities
● Listen responsively to address questions, concerns, and problems
● Facilitate relationships between students and other individuals on campus; refer students to appropriate support services when needed
● Maintain confidentiality according to the Family Educational Rights and Privacy Act (FERPA)
● Consider student’s best interest when advocating for policy or curricular changes
● Be available and accessible to answer questions
STUDENT RESPONSIBILITIES

**Student Four Year Timeline:** Your advisors are here to help you with all these steps. Every semester it is recommended that you meet with your advisor at least once (or as much as needed), and that you always ensure your well-being comes first by reaching out for personal or academic assistance when necessary.

<table>
<thead>
<tr>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Explore interests, strengths, and careers</td>
<td>● Finalize and declare major(s) and minor(s)</td>
<td>● Research career options and graduate programs</td>
<td>● Apply for graduation and meet with your advisor to complete your degree check</td>
</tr>
<tr>
<td>● Make tentative plan of classes year by year</td>
<td>● Seek volunteer opportunities, internships, research, and/or study abroad programs</td>
<td>● Talk to advisors, internship coordinators, and career services to enhance professional skills</td>
<td>● Finalize career, professional, or graduate school plans</td>
</tr>
<tr>
<td>● Get involved with clubs, organizations, and volunteering</td>
<td>● Update resume</td>
<td>● Update resume</td>
<td>● Apply for graduate or professional schools</td>
</tr>
<tr>
<td>● Start looking into internships, research, and/or study abroad</td>
<td>● Develop relationships with faculty and attend office hours</td>
<td>● Continue volunteer opportunities, internships, research, and club involvement</td>
<td>● Submit resumes and begin interviewing</td>
</tr>
<tr>
<td>● Start building a resume</td>
<td>● Research post-graduation options and talk with mentors about your goals</td>
<td>● Take graduate entrance exams</td>
<td></td>
</tr>
<tr>
<td>● Start to develop effective time management and study strategies</td>
<td>● Stay involved in activities that suit interests and goals</td>
<td>● Continue connecting with faculty and mentors</td>
<td></td>
</tr>
<tr>
<td>● Attend office hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Explore campus resources that can enhance your academic and personal success</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


**Student Semester Timeline:** Your advisors are here to help you with all these steps

**Term Begins:** Identify semester goals and finalize semester schedule

**Week 1:** If necessary, make any last-minute changes to your schedule
Check academic deadlines on the Registrar’s website regarding adding and dropping courses for the semester

**Week 2:** Evaluate how you are doing in your classes. Make a time management plan for the semester.
The deadline to drop a course without a W occurs the 2nd week of classes

**Weeks 3-8:** Visit your instructors during their office hours before your first exams and papers. Start looking into clubs, volunteer opportunities, and campus resources to support your success.
During weeks 3 through 10, you can drop a course through UAcess but will receive a W on your transcript (you can receive a maximum of 18 units of W at the UA)

**Week 7-8:** Get ready to register for next term and make an appointment with your academic advisor

**Week 8-10:** Re-evaluate how you are doing in your current courses. Attend office hours and seek academic assistance when necessary.
The final withdrawal deadline will occur week 10

**Weeks 11-13:** During weeks 11-13, students can drop a course with a W only through a Late Change Petition, which must be filed through the College Dean’s Office (Forbes 203) and signed by your instructor

**Week 13 - Finals Week:** Complete any projects due at the end of the term. Verify final exam schedule and start to review. Visit office hours and Think Tank for extra help.
Complete withdrawal from all classes is available until the last day of classes

*If you are enrolled in a dynamically dated class (5 weeks, 7 weeks, etc.) make sure you look at the Dates and Deadlines for those classes to understand add/drop deadlines, as they will be different from 15 week courses. [https://www.registrar.arizona.edu/courses/dates-deadlines](https://www.registrar.arizona.edu/courses/dates-deadlines)
# UA Graduation Requirements

## University Foundation Requirements

### Placement Information
- Writing Placement: [https://english.arizona.edu/foundations-writing](https://english.arizona.edu/foundations-writing)
- Math Placement: [http://math.arizona.edu/academics/placement](http://math.arizona.edu/academics/placement)
- Language Proficiency Requirements and Exam: [http://advising.humanities.arizona.edu/second-language-proficiency-requirements](http://advising.humanities.arizona.edu/second-language-proficiency-requirements)
- Testing Office, for Math Placement Test and CLEP Exam: [http://testing.arizona.edu/](http://testing.arizona.edu/)

### Math & Language Substitution Information
FITS does allow math & foreign language substitutions for students who have a documented learning disability, which may affect learning and comprehension in math or language courses. If you have this documentation and believe a substitution may apply to you, please make an appointment to speak with your academic advisor and the Disability Resource Center. We can talk about the process of receiving a substitution and talk about the other types of courses available to fulfill your requirements.

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## English
Choose one of the following sequences based on placement:
- ENGL 101 & 102
- ENGL 107 & 108
- ENGL 109H (requires placement)

## Math
FITS requires a Math class
- Math 107, Math 112, or Higher Math

Students must test into College Algebra or complete the necessary math sequence based on placement. For example:
- Math 100 → Math 107 or Math 112

*Math 107 does not serve as a prerequisite to other math and science courses. Consult with your advisor if you have questions about the math course best for you.

It is highly recommended that students complete Math before their junior year. Meet with your advisor to plan correctly!

## Foreign Language
FITS requires 4th semester language proficiency
There are 3 Ways to demonstrate proficiency:
- Complete a 4th semester language course with a C or better (e.g., SPAN 202, FREN 202)
- Score the equivalent of 4th semester skill level on a language proficiency exam administered in person by UA
- AP, IB, or CLEP exam scores
UNIVERSITY GENERAL EDUCATION REQUIREMENTS

General Education Tiers Requirements
(For students who started at UA before Spring 2022)

<table>
<thead>
<tr>
<th>Tier I</th>
<th>Tier II</th>
<th>Diversity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Individuals and Societies (INDV)</strong>&lt;br&gt;Choose 2 courses numbered 150, for example: HIST 150C1 and ANTH 150B1</td>
<td><strong>ARTS</strong>&lt;br&gt;Diversity Emphasis Course: Focus is on Gender, Race, Class, Ethnicity, Sexual Orientation, or Non-Western Studies. Can be fulfilled through approved Tier I or Tier II Gen Eds</td>
<td></td>
</tr>
<tr>
<td><strong>Traditions and Cultures (TRAD)</strong>&lt;br&gt;Choose 2 courses numbered 160, for example: CLAS 160D1 and SPAN 160C1</td>
<td><strong>Humanities</strong>&lt;br&gt;</td>
<td></td>
</tr>
<tr>
<td><strong>Natural Sciences (NATS)</strong>&lt;br&gt;Choose 2 courses numbered 170, for example: GEOS 170A1 and PTYS 170B2</td>
<td><strong>Natural Sciences</strong>&lt;br&gt;</td>
<td></td>
</tr>
</tbody>
</table>

FITS does not require students to complete a Tier II INDV Gen Ed

Notes:
Courses used to fulfill Tier I or Tier II General Education requirements cannot be used to fulfill FITS major requirements.
A maximum of two Tier Two courses may also be used to satisfy minor requirements.
New General Education Requirements
(For students who started at UA Spring 2022 or later)

Introduction to the Gen Ed Experience: 1 Unit Course

UNIV 101 (1 unit)
helps students understand, reflect on, and articulate the purpose and value of their GE courses. Students who are classified as first-year students at the point of admission are required to take UNIV 101; other new students (including transfer and readmitted students) have the option of taking UNIV 101.

Exploring Perspectives (EP): 4 Courses
students explore and practice the approaches and ways of reasoning of the Artist, Humanist, Natural Scientist, and Social Scientist.

EP: Artist
(1 course, 3 units)

EP: Humanist
(1 course, 3 units)

EP: Natural Scientist
(1 course, 3 units)

EP: Social Scientist
(1 course, 3 units)

Building Connections (BC): 3 Courses
students explore the unique contributions of knowledge, skills, methodologies, values and perspectives from varied disciplines, social positions, and perspectives.

BC: Course #1
(1 course, 3 units)

BC: Course #2
(1 course, 3 units)

BC: Course #3
(1 course, 3 units)

General Education Portfolio: 1 Unit Course

UNIV 301 (1 unit)
helps students reflect upon and make meaning of their GE experience through their ePortfolio. Students who are classified as first-year students at the point of admission are required to take UNIV 301; other new students (including transfer and readmitted students) have the option of taking UNIV 301.

Notes:
*A maximum of 9 units of general education coursework may double count to fulfill requirements in a major or minor. Consult with academic advisor to discuss how this applies to your academic plan.

Units & GPA Requirements

- 120 Overall Units
- 42 Upper Division Units (300-499 level)
- 56 Units must be University Level (Not taken at a community college)
- 30 Units in Residence (In residence means taken at UA)
- 18 of 30 units in Residence must be upper division (300-499 level)
- 2.0 Cumulative GPA and 2.0 Major GPA is required to graduate
If a student’s GPA falls below 2.0 at any point in their undergraduate education, they are placed on academic warning or academic probation, and are required to meet with academic advisors.

LEARNING TO USE YOUR FITS CATALOG CHECKLIST

Access your FITS Catalog Checklist
You can download your checklist from this link:
https://norton.arizona.edu/advising/fashion-industry-science-technology/catalog-checklists

- Use the checklist for your specific catalog year or requirement term.
  - Some requirements are different based on your catalog year, so it is important that you follow the requirements for your individual requirement term, and become familiar with those requirements
  - Your catalog year is typically the year you started at the UA (although you can elect to follow later catalog years if requirements change, and if that change benefits you).
    - For example, if a student is currently following the 2018 catalog requirements because they started at UA in 2018, they can choose to update their catalog year to 2020 if requirements have changed and if that change benefits them.
  - Students cannot go backward in catalog year. If you start at UA in 2020 you cannot follow a catalog year from 2019, 2018, etc.
  - Your catalog year or requirement term can be found on the first page of your advisement report (see image below, on page #9).
  - Your catalog year is important, since it tells you which FITS checklist to use and what requirements you will follow for your graduation planning.

- Update your checklist each semester
  - Remember that your checklist is a planning tool and it should be used in consultation with your UAAdvisement Report and your Academic Advisor
  - Bring a completed checklist to appointments to go over questions with your advisor

UNDERSTANDING YOUR ADVISEMENT REPORT

Your Advisement Report is the official record of your progress toward graduation. It follows the same general sequence as your FITS catalog checklist. We recommend you utilize your advisement report to help you complete your FITS checklist and stay on track to graduation.
It’s recommended that you view your advisement report as a PDF document.

Your Advisement Report tells you important information:
- Your requirement term or catalog year
- Your GPA (overall GPA, major GPA, and minor GPA)
- Units Required, Completed & In Progress

Note: Units listed in the total units (middle column) includes all units completed and currently in progress at UA.

Graduation Requirements

<table>
<thead>
<tr>
<th>Academic Level</th>
<th>Required GPA</th>
<th>Actual GPA</th>
<th>GPA Status</th>
<th>Requirement Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Career</td>
<td>2.00</td>
<td>3.515</td>
<td>Satisfied</td>
<td>Fall 2019</td>
</tr>
<tr>
<td>Fashion Industry Sci &amp; Tech Major (BA)</td>
<td>2.00</td>
<td>3.818</td>
<td>Satisfied</td>
<td>Spring 2021</td>
</tr>
<tr>
<td>Communication Minor</td>
<td>2.00</td>
<td>2.800</td>
<td>Satisfied</td>
<td>Spring 2021</td>
</tr>
<tr>
<td>Unit Requirements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Units Required for this Degree</td>
<td>120.00</td>
<td>119.00</td>
<td>10.00</td>
<td>Not Satisfied</td>
</tr>
<tr>
<td>Upper Division Units</td>
<td>42.00</td>
<td>55.00</td>
<td>9.000</td>
<td>Satisfied</td>
</tr>
<tr>
<td>Units in Residence</td>
<td>30.00</td>
<td>119.00</td>
<td>18.000</td>
<td>Satisfied</td>
</tr>
</tbody>
</table>

Community College Transfer students need to pay attention to the **Community College Limit** on their advisement report - 56 university level units are required to graduate.

**Community College Limit**

*Satisfied*: A maximum of 64 units of community college course work may apply toward graduation. A minimum of 56 units of course work must be completed at a 4-year institution, military institution, or as test credit.

- **Units**: 56.00 required, 67.00 completed

Your Advisement Report also keeps track of the courses you’ve completed and are currently taking.

TR = Transfer Course, EN = Taken and completed at UA, IP = In Progress Currently

Pay attention to the red “**Not Satisfied**” areas. If you have questions about unsatisfied requirements, talk with your academic advisor.

**Tier 1 Natural Sciences**

*Satisfied*: Complete 2 courses.

- **Units**: 6.00 required, 6.00 completed

<table>
<thead>
<tr>
<th>Term</th>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Course Title</th>
<th>Grade</th>
<th>Units</th>
<th>ReqCd</th>
<th>ReqDes</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2013</td>
<td>NSCS</td>
<td>170C1</td>
<td>Frontiers in Brain Science</td>
<td>A</td>
<td>3.00</td>
<td></td>
<td></td>
<td>EN</td>
</tr>
<tr>
<td>Sprng 2014</td>
<td>GPLOS</td>
<td>170A1</td>
<td>Earth: From Birth to Death</td>
<td>A</td>
<td>3.00</td>
<td></td>
<td></td>
<td>EN</td>
</tr>
</tbody>
</table>

**Tier 1 Traditions & Cultures**

*Satisfied*: Complete 2 courses.

- **Courses**: 2.00 required, 2.00 completed

<table>
<thead>
<tr>
<th>Term</th>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Course Title</th>
<th>Grade</th>
<th>Units</th>
<th>ReqCd</th>
<th>ReqDes</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2014</td>
<td>CLAS</td>
<td>16081</td>
<td>The Big.Rocks/ Wes Cult</td>
<td>C</td>
<td>3.00</td>
<td></td>
<td></td>
<td>EN</td>
</tr>
<tr>
<td>Sprng 2016</td>
<td>PHIL</td>
<td>16052</td>
<td>Mind, Matter, and God</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>IP</td>
</tr>
</tbody>
</table>
**FITS REQUIREMENTS**

**FITS Core Requirements**
The following are the six core FITS courses that are required for this major.

**FITS Core Coursework (18 units)**

The following 6 classes are required

- **FITS 100**: Digital Warrior
- **FITS 330**: Fashion Trends in Time
- **FITS 200**: Design Warrior
- **FITS 215**: Mechanics of Fashion
- **FITS 345**: Science of Textiles
- **RCSC 205**: Merchandise, Planning, & Control
**FITS Electives**
The FITS major requires 15 units of FITS electives, chosen from the list below.

<table>
<thead>
<tr>
<th>FITS Electives (15 units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete 15 units of FITS electives. Choose any 15 units from the list below</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FITS 145</td>
<td>Sewn Product Skills</td>
</tr>
<tr>
<td>FITS 300</td>
<td>The Business of Beauty</td>
</tr>
<tr>
<td>FITS 375</td>
<td>The Business of Fashion</td>
</tr>
<tr>
<td>FITS 400</td>
<td>The Influencer Phenomenon</td>
</tr>
<tr>
<td>FITS 425</td>
<td>Apparel Production</td>
</tr>
<tr>
<td>FITS 450</td>
<td>Fashion &amp; Technology</td>
</tr>
</tbody>
</table>

**FITS Additional Electives**
The FITS major requires 15 units of additional electives, chosen from the list below.

<table>
<thead>
<tr>
<th>Additional Electives (15 units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete 15 units of additional electives, choose any 15 units from the list below</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 100B</td>
<td>Space (2 units)</td>
</tr>
<tr>
<td>Art 100E</td>
<td>Surface (2 units)</td>
</tr>
<tr>
<td>Art 100F</td>
<td>Amalgam (2 units)</td>
</tr>
<tr>
<td>FITS 204</td>
<td>Fashion Consumer &amp; Economy</td>
</tr>
<tr>
<td>JOUR 205</td>
<td>Reporting the News</td>
</tr>
<tr>
<td>ITAL 231</td>
<td>Fashion Culture in France and Italy</td>
</tr>
<tr>
<td>FITS 333</td>
<td>Fashion Promotion</td>
</tr>
<tr>
<td>FITS 335</td>
<td>Fashion Forecasting and Research Trends</td>
</tr>
<tr>
<td>PAH 320</td>
<td>Working: The Rewards and Costs of Employment</td>
</tr>
<tr>
<td>PAH 372</td>
<td>Intercultural Competence: Culture, Identity, Adaptation, and Intercultural Relations</td>
</tr>
<tr>
<td>PAH 383</td>
<td>Pre-Internship: Building Career Readiness</td>
</tr>
<tr>
<td>FITS 435</td>
<td>Society Culture and Fashion Relationships</td>
</tr>
<tr>
<td>JOUR 439</td>
<td>Ethics and Diversity in the News Media</td>
</tr>
<tr>
<td>FITS 496</td>
<td>Special Topics</td>
</tr>
<tr>
<td>FITS 399/499</td>
<td>Independent Study</td>
</tr>
<tr>
<td>PAH 493</td>
<td>Internship</td>
</tr>
<tr>
<td>PAH 498</td>
<td>Senior Capstone</td>
</tr>
</tbody>
</table>
Now that you’ve reviewed all the FITS Course Requirements, review the FITS Course Requirements List (for your catalog year) on our website. This list gives you information about course options, typical semester availability, prerequisites, and other enrollment information: https://norton.arizona.edu/advising/fashion-industry-science-technology/catalog-checklists

**Reminder About Upper Division Units:** 42 Upper Division Units (300-499 level) are required to graduate. FITS Students need to be aware of this requirement and ensure they are meeting it.

**Reminder About General Education:** Students who started at UA before Spring 2022: Courses taken for general education cannot be double used in the FITS major. Students who started at UA Spring 2022 or later: A maximum of 9 units of general education coursework may double count to fulfill requirements in a major or minor.

**FITS Experiential Learning Advising**

Connect with Cassandra Ott-Kocon the Norton School Experiential Learning Coordinator – https://norton.arizona.edu/fits/internships

- Cassandra can help all FITS students as they explore internship and research opportunities and as they begin to complete their steps for enrolling in their internship credit.
- Cassandra also works with Norton School students on resume building, cover letters, personal statements, interview preparation, and career development.

All students interested in enrolling in internship units must complete an Internship Work Plan with their work site. Once completed, this Work Plan should be submitted to Cassandra so she can approve your internship and enroll you in you in the course.

**PAH 493 or FCSC 493 - Internship**

Supervised, experiential, and professional work related to FITS. These experiences give students the opportunity to practice classroom learning in a real-world setting. They also provide the opportunity to gain experience working with organizations, or in industries, that you are passionate about.

- The **Internship Course** is offered in the Fall, Spring, and Summer semesters
- 2.25 GPA (Major and Cumulative GPA) is recommended
- To complete 6 units of internship, students must work 270 total hours at their site
FITS 492 - Directed Research

Work alongside a faculty member, participating in academic research related to FITS. These experiences are great for those students interested in graduate school or those interested in developing their research skills

- 2.25 GPA (Major and Cumulative GPA) is recommended
- Look at research opportunities online and contact faculty members you are interested in working with. Browse faculty research at Directory | Norton School of Family and Consumer Sciences (arizona.edu)
- Once you find a research opportunity, complete the independent study form, and turn your application in to Student Services (McClelland Park room 203) or to your advisor via email in order to get enrolled. Talk with your faculty member about the course best for you:
  - Research – FITS 492 (letter graded, does count toward GPA)
  - Independent Study – FITS 399/499 (Pass/Fail, does not count toward GPA)
  - Honors Thesis – FITS 498H (letter graded, does count toward GPA)

Internship Information and Applications Can be Found Online:

- Internships: https://registrar.arizona.edu/sites/default/files/internship_work_plan_form_fillable-june2019-v2.pdf
- Research & Independent Study: https://norton.cals.arizona.edu/sites/norton.arizona.edu/files/2022-01/Indep%20Study%20Form%20Policies%20Guidelines%20Fillable.pdf?_gl=1*tnzdwk*_ga*MTMyMzY5NzA5NzA5OTU5NjU1*_ga_7PV3540XS3*MTIzNzE5NjI2Ni4xNTI2NWQ0NDA4Nzg5NjQyNzIwMzE*
- Preceptor Form: https://norton.arizona.edu/sites/norton.arizona.edu/files/2023-06/Norton%20School%20Preceptor%20Contract_Fillable.pdf
- Turn completed applications in to McClelland Park room 203, or to Cassandra via email, and you will be enrolled in your units.

FITS Student Program Fee

When students reach junior status (60 or more units completed), students in the FITS major will be charged a $250 per semester student fee. This student fee supports:

- Professional development, workshops and events
- Professional development courses like FITS 493: Internship.
- Academic advising and internship coordination that students have access to as they reach junior status in the FITS program.
CALS Career Center

Connect with the CALS Career Center for additional assistance with resume building, career exploration, internship exploration, interview preparation, and graduate school preparation. They also host a lot of great workshops and events for career preparation and professional development! [https://career.cals.arizona.edu/](https://career.cals.arizona.edu/)

Student Engagement and Career Development

Connect with student engagement and career development for workshops, resume reviews, career fairs, and Life Lab for major and career exploration. [https://career.arizona.edu/](https://career.arizona.edu/)

FITS Course Descriptions

**FITS Lower Division Core Courses**

**FITS 100: Digital Warrior** - Everyday we are exposed to massive amounts of data and information via online sources and to digital tools that enable us to make and take meaning from it. This course is designed to provide students with the skills needed to be effective participants in this digital world. This encompasses not only using the burgeoning amount of open data and information available on the Internet to make data-driven decisions, but questioning how that data and information is curated. It includes considering the role that data plays in our everyday lives and learning about how the data gathered from our online activity is transformed into information through algorithms. It also includes learning the skills necessary to transform data into insights with spreadsheet software and data visualization tools.

**FITS 200: Design Warrior** - This course is intended to prepare students to use Adobe Creative Cloud applications in Fashion Studies. Adobe Illustrator, Photoshop, and InDesign will be used to create and manipulate digital images of apparel designs. Students will practice using photo correction tools; layers, masks, and channels; selection tools; vector drawing and paint tools; and advanced layer techniques to create designs and mockups, learning to select the appropriate Adobe CC tools for each step, moving seamlessly between applications. Students will learn to create and publish completed designs in print or web formats with attention to layout designs in each medium.

**FITS 215: Mechanics of Fashion** - A comprehensive overview of how the fashion business works. The course will feature topics covering the past and present in fashion personalities, fads, pop culture, product development and retail. The class will go through examples of people, principles, management practices, and retailer. In addition, we will examine fashions ethical awareness of the twenty first century.
RCSC 205: Merchandise Planning and Control - This course is essential for anyone seeking a career in the retailing industry in fields such as merchandising, buying, planning, retail marketing, operations, sales, and brand management. Topics include retail planning and control procedures, computing prices and markups, inventory control, sales reporting, productivity metrics, and retail calendar impact. It includes discussions on current industry developments and students learn about practical business decisions that increase profitability.

FITS Upper Division Core Courses
FITS 330: Fashion Trend in Time - The class will consist of a systematic exploration of the various realms: Egyptians to present where the relationship between fashion and history can be observed. These realms include gender, race, class, law, capital, religion, and the like. A thematic exploration of the topic of the class should serve as a double introduction to fashion history, Arizona history (expands from indigenous cultures that have contributed to Arizona fashion) and fashion theory (especially from the post-structuralist era onwards). The class will be about fashion as theory, rather than theory applied to fashion.

FITS 345: Science of Textiles - This course integrates the chemical composition, molecular arrangement, and physical structure of natural and manufactured fibers. Yarn and fabric manufacturing processes as well as finishing techniques are included. Attention is given to how these characteristics and techniques affect function, performance, and quality of textile products.

FITS Lower Division FITS Elective Courses
FITS 145 Basic Sewing - The purpose of this course is to introduce basic hand and machine sewn product techniques and how they are used to produce a sewn product. Students will develop a working knowledge of the sewing machine, terms, supplies and skills used in the assembly of the sewn product. Evaluating sewing quality, and developing written instructions for a specific sewn project will also be addressed. The course will cover sewing machine basics such as changing the needle, winding the bobbin, adjusting tension, sewing a straight line and various seam finishes used in the production of a sewn product. No sewing experience is necessary.

FITS Upper Division FITS Elective Courses
FITS 300: The Business of Beauty - An introductory course which will provide students with a dynamic overview of the global beauty industry. Students will gain an understanding of the different sectors of the business and will experience through assignments, and case studies, the many unique aspects of beauty as a business. The course will explore the history of the beauty industry, the distinctive aspects of beauty marketing, and the role of cultural differences, which
mold the business of beauty throughout the world. Prominence will be given to the influencer phenomenon and its impact on global beauty trends.

**FITS 375: The Business of Fashion** - This course provides an overview of the business aspects of the fashion industry. Students will explore fashion brand creation, design development, sourcing, production, global supply chain management and distribution. Students will also examine the legal aspects of fashion businesses including the law and copyright protections of patents, trademarks, trade dress, service marks, copyrights and licensing.

**FITS 400: Digital Revolution and Cultural Trends** - The Influencer Phenomenon - The rise of the digital influencer has propelled billions of marketing and advertising dollars into the social media economy. The construction and cultivation of influencers has resulted in self-branding, micro-celebrities who are Instafamous. The fashion industry has greatly benefited from this rapidly growing, dynamic, new digital space. This course will examine the influencer industry through close readings, videos, and in-depth analysis. Students will learn about how influencers create online personas, perform digital labor, and participate in the attention economy to commodify their labor. The course will further unpack the pros and cons of influencer culture, and question whether the future of human influencers will be replaced by CGI influencers (Computer Generated Imagery).

**FITS 425: Apparel Production** - This course presents an overview of the apparel production cycle, product design, creation, and distribution. Various assembly equipment used in the production process along with the importance of the technical package’s relationship to the process will be stressed. Students will analyze garment design and construction features in order to understand their relationship to apparel cost and quality. Garment specification, time and motion studies, sourcing and sustainability are also covered. An introduction to the HIGG Index and how it is applied to apparel production will be discussed.

**FITS 450: Fashion & Technology** - An in-depth look at how technology impacts the fashion industry. Examines uses of technology in the fashion design process, the emergence of wearable tech, the use of smart textiles, wearer-friendly interactive clothing, body scanners, and the Quantified Self (QS). The course further explores the revolutionary relationship between contemporary fashion and technology and how it translates into highly aspirational products that focus on self-expression.
**FITS Lower Division Additional Elective Courses**

**ART 100B: Space (2 units)** - How can physical materials be transformed or arranged in space to convey an idea? How can an idea be realized in the round? What can exist as art in space? Space is an introduction to the conception and execution of art in three-dimensions (height, width and depth). Subtractive and additive approaches will be highlighted. Space is a project-emphasis art studio workshop. Form (the technical component of your artwork) and content (the conceptual/idea component of your artwork) receive equal emphasis, as they are the inseparable tools, which allow artworks to communicate. Projects command the formal elements (volume, mass, texture, etc.) for their ability to contain and convey meaning. This is an eight week course.

**ART 100E: Surface (2 units)** - The surface of a painting can operate towards many different ends. Is the painting a window (the illusion of depth) or an object (the negation of depth)? Or both? Surface is an introduction to the conception and execution of art in two-dimensions (height and width). Surface is a project-emphasis art studio workshop. Form (the technical component of your artwork) and content (the conceptual/idea component of your artwork) receive equal emphasis, as they are the inseparable tools, which allow artworks to communicate. Projects command the formal elements (composition, value, color, line, positive and negative space, etc.) for their ability to contain and convey meaning. This is an eight week course.

**ART 100F: Amalgam (2 units)** - What happens when artists resist the neatly divided disciplines of art history? What occurs in this amalgamated space between the disciplines? Amalgam emphasizes an interdisciplinary approach to studio practice, hybridizing the 2-D and 3-D areas of study. Extending between disciplines, this workshop employs endless technical flexibility as a guiding principle. Amalgam is a project-emphasis studio art workshop. Form (the technical component of your artwork) and content (the conceptual/idea component of your artwork) receive equal emphasis, as they are the inseparable tools, which allow artworks to communicate. Projects command the formal elements (volume, mass, composition, value, color, etc.) for their ability to contain and convey meaning. This is an eight week course.

**FITS 204: Fashion Consumer & Economy** - A study of consumer behavior and fashion adoption processes in contemporary society, the nature of fashion theories, the life-cycle, social and cultural processes and evolution of fashion, and the role of fashion in the global economy in general and in the fashion business industry in particular.
JOUR 205: Reporting the News - Gathering, evaluating, and writing news. Completion of this course with a grade of C or better also satisfies the Mid-Career Writing Assessment (MCWA) requirement.

ITAL 231: Fashion Culture in France and Italy - The study of fashion is an important conduit for the expression of social identity, political ideas, and aesthetic taste. This course considers the history of style, fashion and dress in France and Italy from a cultural and fashion studies perspective. After a general introduction to models of interpretation and conceptual terms, FREN/ITAL 231 surveys topics in French and Italian fashion design and history from the 1300s to the present day.

FITS Upper Division Additional Elective Courses
FITS 333: Fashion Promotion - The fashion industry is, ever-changing and a greater understanding of all aspects of fashion promotion is necessary for student success. Communicating effectively across a range of platforms with respect to the consumer and maintaining consistency to navigate the global landscape in fashion communication along with managing emerging trends in social marketing and event planning is necessary for all fashion promotion.
Use of current news, events, and personalities as a basis for writing and evaluating institutional and product publicity releases for news and feature stories. Students plan publicity campaigns and create a press kit. Students plan and develop sales promotion activities in order to achieve specific marketing and communications objectives. Both business-to-business and business-to-consumer sales promotion campaigns are developed. This online course provides an analysis of the principles and practices of e-commerce in fashion retailing and their relationship to customer service integrated as fashion promotion. Topics included a survey of brick & mortar fashion customer, its technology underpinnings; understanding and communicating with the e-customer. Case studies and projects will be used to apply the concepts.

FITS 335: Fashion Forecasting and Research Trends - Develop the science of predicting future fashion trends. Learn the relationship between forecasting, trend prediction, external, social changes, and historical style movements. Analyze past styled movements and establish an understanding of historical context, consumer trends, buying patterns, fads, and cults. Research color palettes, surface and fabric trends and concepts, form and silhouette changes, and product shifts. Learn to synthesis trends for new product by gaining insight into consumers' attitudes and lifestyles phases. Group and individual projects are used to access the students
learning. This course is not intended for RCSC majors. No RCSC credit will be given for this course.

**PAH 320: Working: The Rewards and Costs of Employment** - This course is about work and what it does for people and to people. It examines the physical, psychological, and philosophical costs and challenges of employment and how they affect people's lives. Students will examine the overall impact of labor on the psyche and character of the worker, considering the key question, "What does the work do to the worker"?

**PAH 372: Intercultural Competence: Culture, Identity, Adaptation, and Intercultural Relations** - This course provides students with an in depth discussion of the key concepts and factors that have led to the development of the field of intercultural competence and provides students with extensive background and reading so as to take a critical perspective on intercultural competence and its future for them in a globalized world.

**PAH 383: Pre-Internship: Building Career Readiness** - This course provides students with the knowledge and skills to search for, secure, participate in, and reflect on an internship in their chosen profession. The course is designed to help students both prepare for and maximize the undergraduate internship experience, as well as to bolster their confidence and understanding of the job market and careers that await them upon graduating from the university.

**FITS 435: Society, Culture & Fashion** - Universally, people make daily choices about what to or not to wear. This course presents a comparative examination of fashion across different cultural perspectives using Western and non-Western examples; we will take a three-pronged approach to distinguish dress across cultures, uncovering its relationship to human beings as biological, aesthetic, and social creatures. We will review readings collected from course text books, academic journals and other current articles from magazines and newspapers. In addition we will analyze the complexity of dress from a multidisciplinary perspective. Therefore we will explore topics that include anthropology, sociology, economics, fine arts, religion, natural sciences and technological changes.

**JOUR 439: Ethics and Diversity in the News Media** - Analysis of ethical theory and how it relates to journalists' roles and responsibilities in a democratic society. Case studies involve questions of bias, accuracy, privacy, and national security.

**FITS 496: Special Topics** - This course provides an in-depth exploration of varying special topics within the fashion industry's science and technology field. The topics of the course vary
depending on instructor and semester. Each course will overview core concepts, foundational knowledge, and practical applications about the topics presented. The course will focus on contemporary issues in the field and those issues' contextual positioning within industry, community, and societal contexts.

**FITS 399/499: Independent Study** - In this course, qualified students work on an individual basis with professors who have agreed to supervise such work.

**PAH 493: Internship** - The internship consists of training and practice in an employment sector related to the students' desired career goals. The contributions by the student intern to the partner agency are meant to be meaningful and substantive. Each 3-unit internship experience is individually designed to maximize student specific learning during the 120 contact hours. Internship activities can include completing projects or delivering services that require collaboration, research, analysis, summarizing data, writing, presenting work visually and orally, investigating, planning, organizing, problem solving, critical thinking, innovating, influencing, persuading, decision making, and networking. The academic side of the internship course is designed to help students maximize the undergraduate internship experience. Students develop and build effective negotiation and communication skills, reflect on and analyze their current skill set, and situate their internship experience within a broader academic and professional context. To this end, assignments are practical and relevant to the course purpose, as students engage in thoughtful reflection and career planning.

**PAH 498: Senior Capstone** - The Senior Capstone is a culminating experience for the BA in Applied Humanities, and focuses on helping students synthesize the learning and experiences they have accumulated while working on the degree. The course emphasizes broadly comprehensive knowledge about life skills and personal self-knowledge practices, and is intended to bolster student confidence for, and understanding of, possible life paths and careers that await them upon graduating from the University. Senior standing required.
# FITS Prerequisite Guide & Typical Course Offerings

## FITS Course Information

### FITS Core Lower Division (The Following 4 FITS Courses Are Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>FITS 100</td>
<td>Digital Warrior</td>
<td>Fall &amp; Spring</td>
</tr>
<tr>
<td>FITS 200</td>
<td>Design Warrior</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td><strong>Recommended Prerequisite:</strong> FITS 215</td>
<td></td>
</tr>
<tr>
<td>FITS 215</td>
<td>Mechanics of Fashion</td>
<td>Fall, Spring, &amp; Summer</td>
</tr>
<tr>
<td>RCSC 205</td>
<td>Merchandise Planning &amp; Control</td>
<td>Fall, Spring, &amp; Summer</td>
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</tbody>
</table>

### FITS Core Upper Division (The Following 2 Courses Are Required)

Follow all Required/Recommended Prerequisites listed below before enrolling

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>FITS 330</td>
<td>Fashion Trend in Time</td>
<td>Spring</td>
</tr>
<tr>
<td>FITS 345</td>
<td>Science of Textile</td>
<td>Spring, Fall, &amp; Summer</td>
</tr>
</tbody>
</table>

### FITS Lower Division: FITS Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>FITS 145</td>
<td>Basic Sewing</td>
<td>Spring</td>
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</table>

### FITS Upper Division: FITS Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>FITS 300</td>
<td>The Business of Beauty</td>
<td>Spring</td>
</tr>
<tr>
<td>FITS 375</td>
<td>The Business of Fashion</td>
<td>Fall</td>
</tr>
<tr>
<td>FITS 400</td>
<td>Digital Revolution and Cultural Trends: The Influencer Phenomenon</td>
<td>Fall</td>
</tr>
<tr>
<td>FITS 425</td>
<td>Apparel Production</td>
<td>Spring</td>
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<td></td>
<td><strong>Recommended prerequisite:</strong> FITS 145</td>
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<tr>
<td>FITS 450</td>
<td>Fashion and Technology</td>
<td>Fall</td>
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<tr>
<td></td>
<td><strong>Recommended Prerequisite:</strong> FITS 200</td>
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</table>

### FITS Lower Division: Additional Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 100B</td>
<td>Space</td>
<td>Fall &amp; Spring</td>
</tr>
<tr>
<td>ART 100E</td>
<td>Surface</td>
<td>Fall &amp; Spring</td>
</tr>
<tr>
<td>ART 100F</td>
<td>Amalgam</td>
<td>Spring</td>
</tr>
<tr>
<td>FITS 204</td>
<td>Fashion Consumer and Economy</td>
<td>Fall &amp; Spring</td>
</tr>
<tr>
<td>JOUR 205</td>
<td>Reporting the News</td>
<td>Fall, Spring, &amp; Summer</td>
</tr>
<tr>
<td>ITAL 231</td>
<td>Fashion Culture in France and Italy</td>
<td>Fall, Spring, &amp; Summer</td>
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</table>
Minor Requirements

All FITS Students are required to have a minor

- Most minors are at least 18 units, and 9 units must be upper division
- Students are encouraged to choose a minor in an area related to their career goals
- You may choose any minor on campus, or take courses toward a thematic minor
- Some FITS students choose to complete a thematic minor. A thematic minor allows students to create and structure their own minor in consultation with a FITS advisor
  - Thematic minors encourage students to take a variety of courses that will prepare them for future goals and careers
For more information about Thematic Minors visit the UA website: https://registrar.arizona.edu/records-enrollment/enrollment/thematic-minor

FITS CAREER OPPORTUNITIES

Fashion can be many things — art, math, science, technology — and it’s something that touches everybody across the world. This program blends all aspects of the fashion industry into one comprehensive program of study. Graduates emerge prepared for their role as pioneering leaders in the global fashion market.

The Bachelor of Arts curriculum encompasses introductory courses in strategic thinking while also including coursework that underscores how to use science and technology in design and business — from art innovation and sustainability research to data analysis and economic management.

A future in fashion looks bright. The U.S. employs more than 1.8 million people in careers as fashion designers, art directors, information analysts, business operations specialists, buyers, pattern makers, designers and more.

FITS leads to a variety of rewarding careers & graduate school opportunities. Here are just a few of the possibilities:

- Fashion Designer
- Textile Designer
- Product Developer
- Fashion Merchandiser
- Creative Director
- Retail Buyer
- Fashion Journalist
- Marketing Specialist
- Pattern Maker
- Fashion Stylist
- Product Manager
- Photographer
- Technical Writer
- Data Analyst
- Sustainability Officer/ Director
- Creative Director/ Art Director

TRANSFER CREDIT & STUDYING ABROAD

For all transfer coursework, before taking the course you should verify that credits will transfer to UA and fulfill necessary requirements. https://transfercredit.arizona.edu/

For courses taken at Arizona Community Colleges:

- Use the aztransfer.com Course Equivalency Guide to make sure that you take correct courses at your local AZ community college:
  http://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG
If You Plan to Take Courses Outside of Arizona:

- View the UA Transfer Credit Guide to see if the out of state courses at the institution you will attend have already been evaluated: https://aztransfer.com/UACEG/UA_CEG_OutOfState.html

Transfer Credit Approvals:

- For approval of other courses not listed on the UA Transfer Credit Guide or on the AZTransfer.com Course Equivalency Guide, submit a Course Equivalency or Credit Request here: https://transfercredit.arizona.edu/content/credit-evaluation
- Math courses need specific approval from the Math department: http://math.arizona.edu/academics/placement/credits

Transfer Credit Reminders:

- C or better needed in all transfer work
- You cannot GRO classes taken elsewhere
- Once coursework is complete, you need to send official transcripts to the UA: http://registrar.arizona.edu/academics/sending-college-level-transcripts-ua?audience=students&cat1=7&cat2=28

Studying Abroad
https://global.arizona.edu/study-abroad

If you plan to study abroad, see your advisor early to talk about planning for your semester away. Many FITS students study abroad, and graduating in four years while also studying abroad is feasible with the right planning:

- Saving some general education & minor coursework is often the best.
- Consider when you want to go and consider the classes you would take while away
- See your major advisor to talk more about your study abroad goals and course options!
REGISTRATION TIPS AND REMINDERS

Check notices and holds - past due balance, academic warning/advising holds, etc. may restrict you from registering!

Every student is given an enrollment date, which is assigned in UAccess. Your registration appointment will begin at 5AM on the date assigned, and remain open until the start of the next semester.

Starting in October and March each semester, you can view your enrollment date on your UAccess student page. This will tell you when you can start adding courses to your shopping cart and when you can begin enrolling in courses.

Remember that your enrollment date is based on your class standing, which is based on units completed as of the beginning of this semester, not how many years you've been a student.

- Fewer than 30 units = freshmen registration
- 30 or more units = sophomore registration
- 60 or more units = junior registration
- 90 or more units = senior registration

Registration tutorials & Registration dates are also listed on the Registrar’s Website.

Common Enrollment Error Messages:
If you get an error message when enrolling in a course, take a minute to think about why:

- Do you meet the enrollment requirements and prerequisites listed for the course on UAccess?
  - When searching for courses, always click on the course and look at the “enrollment requirements” listed
  - You can also use the “check availability” feature in your UAccess shopping cart in order to determine your ability to enroll in a course
  - During the beginning of your enrollment period, some courses may only be available to students declared in certain majors. Once all students (Seniors through Freshmen) have had their enrollment period, departments will often open courses that may have been restricted to you earlier (like PSY and SOC courses). This means that you can keep courses in your shopping cart, and try enrolling later, once some courses become available to you.

- Are you trying to enroll in a course that requires department consent?
  - Courses like internship, preceptorship, research, or independent study require you to submit an application before getting permission to enroll in these courses. You cannot enroll yourself in these courses.

- Are you trying to enroll in a course that is restricted only to Honors students?
● Are you trying to enroll in a course through one of UA’s distance or online campuses? Main campus students only have ability to enroll in main campus courses.

● Trying to enroll in more than 19 units?
  ○ You need permission to enroll in more than 19 units, and can get that permission by talking with your major academic advisor

Examples: Checking Enrollment Requirements

When Registering for FITS Courses, make sure you look at location (Main Campus). Courses offered through alternative campuses are not available to UA Main Campus students.

FSHD 401 - 001 Basic Skills in Counseling

Selected counseling skills and their applications. Designed for students needing basic skills in counseling as an adjunct to other primary occupational functions. Approved as: Interdisciplinary course in FSHD major - Advanced Complementary perspectives.

Status: Open
Units: 3 units
Career: Undergraduate

Class Number: 66899
Instruction Mode: In Person
Class Components: Lecture Required
Session: Regular Academic Session

For all courses, make sure you look at enrollment requirements to determine your eligibility to enroll.

Meetings Information

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>TuTh 3:30PM - 4:45PM</td>
<td>McClelland Park, Rm 103</td>
<td>Melissa Curran</td>
<td>08/24/2020 - 12/09/2020</td>
</tr>
</tbody>
</table>

Enrollment Information

- **Enrollment Requirements**: Statistics (FSCS 201 or PSY 230 or SOC 375 or SBS 300) or Math 111 or Math 262 or ISTA 116 and Research Methods (FSCS 302 or PSY 3903 or SOC 374 or AFAS 302)

- **Class Attributes**: Writing Emphasis Course

- **Per Unit Fee**: $0.00
- **Flat Fee**: $0.00
- **iCourse Fee**: $0.00
Tips: Searching for Classes

Make sure you are searching in the correct term.

Looking for a full 15 week course, or a 7 week course? Use the session dropdown menu to filter (7 week sessions are available for many GE courses each semester).

Looking for a specific class in a certain subject area? Use the subject search area, and type in the course number.

If you want to see all classes offered, even classes that are currently full, uncheck the “show open classes only box”.

Use Course Attribute and Course Attribute Value Fields to search for general education classes.

For Students who started at UA before Spring 2022, select “Gen Ed Tiers (Before 2022)”

For Students who started at UA Spring 2022 or later, select “Gen Ed (Beginning 2022)”

Looking for an online class? You can search for fully online courses by using the “mode of instruction”
IMPORTANT UA POLICIES

Get to know the Catalog: [http://catalog.arizona.edu/](http://catalog.arizona.edu/)

Get to know the Registrar’s Website: [http://www.registrar.arizona.edu/](http://www.registrar.arizona.edu/)

Dates & Deadlines
- Make sure you understand important deadlines each semester, like last day to add courses, last day to drop without a W, last day to drop on your own through UAccess, last day to file for GRO, and last day to receive a refund. Bookmark this page and refer to it every semester [https://www.registrar.arizona.edu/dates-and-deadlines](https://www.registrar.arizona.edu/dates-and-deadlines)

Grade Replacement Opportunity (GRO)
- You can replace up to 3 courses or 10 units with a new grade. You are only eligible before you reach 60 units earned at UA

[Grade Replacement Opportunity (GRO) & Repeats | Office of the Registrar (arizona.edu)](https://www.registrar.arizona.edu/dates-and-deadlines)

Withdrawing from Courses
- Understand Withdrawal Deadlines and Withdrawal Options
- You can receive a W in a maximum of 18 units (6 classes)
- Medical / Retroactive Withdrawal is possible for students with medical or personal circumstances affecting completion of coursework
- Always talk with advisors about these policies and the options best suited for you

Back 2 UA
- You can leave the UA for two semesters, if you are in good academic standing, and return without having to reapply to the university
  [https://admissions.arizona.edu/how-to-apply/returning-students/back2ua](https://admissions.arizona.edu/how-to-apply/returning-students/back2ua)
- If you have a scholarship, check with the Scholarship Office about taking time away from UA

Financial Aid & Bursar’s Office
- Understand your financial aid and ask questions
- Review information about summer financial aid:
  [https://financialaid.arizona.edu/types-of-aid/summer](https://financialaid.arizona.edu/types-of-aid/summer)
- For tuition and fees visit the bursar’s office: [http://bursar.arizona.edu/students/fees](http://bursar.arizona.edu/students/fees)

Academic Eligibility
- A 2.0 GPA is required to be in good academic standing. Students below a 2.0 are on academic warning or probation, and are required to meet with advisors to go over academic plans.
  [https://catalog.arizona.edu/policy/undergraduate-academic-eligibility-policy](https://catalog.arizona.edu/policy/undergraduate-academic-eligibility-policy)
Have a scholarship?

- Make sure you understand how many units you need to take each year at UA: (most require 30 units per academic year at the University of Arizona)
  https://financialaid.arizona.edu/types-of-aid/scholarships

**IMPORTANT UA RESOURCES**

**University Services & Resources**
Registrar: http://registrar.arizona.edu/

Academic Dates, Deadlines, and Enrollment Information:
https://www.registrar.arizona.edu/dates-and-deadlines

Academic Catalog: http://catalog.arizona.edu/

Bursar’s Office: http://bursar.arizona.edu/

Scholarships & Financial Aid: https://financialaid.arizona.edu/

Tuition & Fees Calculator: https://tuitioncalculator.fso.arizona.edu/#/

CALS Scholarships: https://cals.arizona.edu/students/scholarships

Scholarship Universe: https://financialaid.arizona.edu/scholarshipuniverse

UA Phonebook: http://directory.arizona.edu/phonebook

UA Libraries: http://new.library.arizona.edu/

UI TS (technology services): http://uits.arizona.edu/
Student Support Resources
CALS Learning Lab: https://cals.arizona.edu/learning-lab

Think Tank: thinktank.arizona.edu

Writing Skills Improvement Program: https://wsip.arizona.edu/

THRIVE Center: https://thrive.arizona.edu/

Student Engagement & Career Development: http://career.arizona.edu/

CALS Career Center: https://career.cals.arizona.edu/

Campus Recreation: https://rec.arizona.edu/

Disability Resource Center: http://drc.arizona.edu/

Dean of Students: https://deanofstudents.arizona.edu/

Campus Resources: https://deanofstudents.arizona.edu/support/campus-resources

Campus Health: https://www.health.arizona.edu/

CAPS (Counseling Services): https://health.arizona.edu/counseling-psych-services

CALS Life Management Counseling: https://cals.arizona.edu/life-management-services
Wildcats RISE
https://caps.arizona.edu/rise

**Advising Services**
Advising Resource Center: https://advising.arizona.edu

Advising Directory:
Academic Advisor Directory | Advising (arizona.edu)

GPA Calculators:
https://advising.arizona.edu/online-tools/gpa-calculator

FITS Academic Advising:
https://norton.cals.arizona.edu/academic-advising/fashion-industry-science-technology

FITS Internship Advising: https://norton.cals.arizona.edu/fits/internships

CALS Academic Advising: https://cals.arizona.edu/students/advising

Arizona Transfer Guide: https://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG

Transfer Credit Office: https://transfercredit.arizona.edu/

Pre-Health Advising: Pre-Health Professions Advising | A Center (arizona.edu)

Pre-Law Advising: https://theacenter.arizona.edu/pre-law/pre-law-advising

Math Placement Testing: https://www.math.arizona.edu/academics/placement/exams

Language Placement & Proficiency Testing:
https://advising.humanities.arizona.edu/language-placement-and-proficiency-exams-faqs
**Student Involvement**

ASUA: [https://asuatoday.arizona.edu/](https://asuatoday.arizona.edu/)

Student Centers: [https://diversity.arizona.edu/](https://diversity.arizona.edu/)

UA Leadership Programs: [Learn to Lead | Student Engagement and Career Development (arizona.edu)](https://career.arizona.edu/jobs/handshake)

Study Abroad: [https://global.arizona.edu/study-abroad](https://global.arizona.edu/study-abroad)

CALS Clubs & Leadership Programs: [https://cals.arizona.edu/students/campus-life](https://cals.arizona.edu/students/campus-life)

Norton Student Clubs: [https://norton.arizona.edu/students/get-involved](https://norton.arizona.edu/students/get-involved)
  - Norton Ambassadors
  - The Terry J. Lundgren Center for Retailing's Student Advisory Board (SAB)
  - Trend Fashion Club
  - National Retail Federation Student Association (NRFSA)
  - Financial Freedom Club
  - Take Charge Cats
  - Cutting Edge Sewing Club
  - Haus of Style Fashion Magazine

Immigrant Student Resource Center: [https://immigrant.arizona.edu/](https://immigrant.arizona.edu/)

Transfer Center: [https://transfercenter.arizona.edu/home](https://transfercenter.arizona.edu/home)

First Cats: [https://thrive.arizona.edu/first-cats](https://thrive.arizona.edu/first-cats)

Fostering Success: [https://fosteringsuccess.arizona.edu/](https://fosteringsuccess.arizona.edu/)

Handshake: UA’s job board and career development platform: [https://career.arizona.edu/jobs/handshake](https://career.arizona.edu/jobs/handshake)